



Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

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DRAFT

PERSONNEL COMMITTEE

Tuesday, January 12, 2010
2:00 P.M.

Courthouse & Government Center
Board of Commissioner's Room

REPORT

Members Present: Carl Rutske, Chairperson, Kenneth Hilliard and Jim Krolczyk

Others Present: Karen Molby, Personnel Officer/Administrative Assistant

The meeting was called to order at 2:00 P.M.

ITEMS REQUIRING BOARD ACTION

The Committee was presented with a proposed job description for the Veterans Counselor position for review and recommendation. It was reported that no additional information regarding sharing services with Benzie and/or Mason Counties had been obtained to date but these efforts will be pursued by the County Controller/Administrator and Veterans Counselor. After discussion,

Mr. Hilliard recommended approval of the Veterans Counselor job description as presented. No alternative recommendation was proposed. (APPENDIX A)

ITEMS NOT REQUIRING BOARD ACTION

The Committee set the second Tuesday of every month at 1:00 P.M. as their regular meeting date and time.

The meeting adjourned at 2:35 P.M.

Carl Rutske, Chairperson

Kenneth Hilliard, Commissioner

Jim Krolczyk, Commissioner

VETERANS COUNSELOR

General Summary

Advises and assists Veterans, their survivors and dependents in applying for claims and benefits available under federal, state and local laws. In addition, assumes various supervisory responsibilities attending Veteran-related meetings and serving on behalf of Manistee County Veteran Services, exercising independent judgment following defined policies and procedures.

Essential Functions

1. Advises Veterans, their dependents, and survivors on the services and benefits available to them through Manistee County Veteran Services and refers them to proper outside agencies when applicable.
2. Interviews, counsels and provides technical assistance to Veterans, their dependents and survivors in filing their applications for pensions; compensation; education; dental and medical care; burial allowances; home loans; insurance benefits; financial relief applications, and other available Veterans benefits.
3. Assists Veterans and their dependents in completing and filing applications for claims and benefit entitlements such as hospitalization, pension, burial and loans. Gathers evidence and supporting documentation necessary to process applications.
4. Researches, interprets, and applies federal, state and local laws and regulations related to Veterans benefits. Determines the effects of laws and regulations on benefits which Veterans, their dependents and survivors may be entitled.
5. Monitors changes in federal, state and local laws and regulations as well as Court decisions and General Council Opinions to advise claimants regarding benefits and services.
6. Assists Veterans with medical, psychological and alcohol/drug problems to obtain treatment and hospitalization. Assists aging Veterans find housing, in-home care or nursing home.
7. Researches, develops, and writes appeals of Department of Veteran Affairs decisions to be presented to the Board of Veteran Appeals (BVA) and the Court of Appeals for Veteran Claims (CAVC).
8. Provides information on eligibility requirements and precedents for various benefits.

9. Acts as an interviewer for the Soldiers Relief Commission (SRC) and the Michigan Veterans Trust Fund.
10. Reviews and evaluates documentation such as military service records, medical reports and income and estate values to determine individual and family qualifications for claims and benefits.
11. Represents claimants as an advocate to the Department of Veteran Affairs as to the status of claims, clarification or requests, and further development of claims.
12. Provides case management for all assigned files.
13. Confers with agencies such as the U.S. Department of Veterans Affairs; Social Security Office; rehabilitation organizations; educational institutions, and Veterans Service organizations to facilitate services to clients, maintain cooperative working relationships and become aware of new programs and services that are available.
14. Provides a variety of other related services to eligible individuals.
15. Represents Manistee County Veterans Services at a variety of meetings and conferences involving Veterans services.
16. Maintains related records and completes various reports as required by various federal, state and local agencies.
17. Establish and maintain effective working relationships with those contacted in the course of the work.
18. Maintains accurate records and files.

Other Functions

19. Reads extensively to keep current on changes, programs or legislation affecting Veterans benefit programs.
20. Conducts studies, analyzes information, evaluates alternatives and makes recommendations. Prepares narrative reports of findings. Develops, revises and implements policies and procedures.
21. Performs other related duties as needed.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: Associate's Degree in closely related field or equivalent experience. Prefer knowledge of principles, practices and procedures related to the management of Veterans Services programs and activities; and knowledge of applicable federal, state and local laws and regulations.

Experience: Two years of experience in a related field. Experience performing research, compiling data analysis and report preparation techniques and ability to prepare clear, concise and effective written materials. Must have experience in office administrative principles and practices. Must possess basic financial recordkeeping practices. Must be able to interpret, apply and explain complex laws, policies and regulations. Must be able to set priorities, coordinate multiple project and meet critical deadlines. Must be able to analyze complex administrative problems, evaluate alternatives and implement sound recommendations. Must be able to use sound, independent judgment within established policy and procedural guidelines.

Other Requirements: Must successfully complete a course of instruction as prescribed by 38 Code of Federal Regulations 14.629 (a)(i)(ii) and receive certification from the Department of Veterans Affairs authorizing the employee to present claims before the Department of Veterans Affairs. Must possess a Michigan Vehicle Operator's License.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:

- Ability to access departmental files.
- Ability to enter and retrieve information from a computer.
- Ability to operate standard office equipment.

Working Conditions

- Works in office conditions.
- Requires periodic travel in various types of weather.

- Exposure to people who may have criminal, violent, or drug/alcohol dependent backgrounds.
- Exposure to various weather conditions while conducting fieldwork.
- Exposure to family members with various emotional and behavioral problems.
- Exposure to homes in various states of cleanliness and hygiene.
- Exposure to household pets which may bite.